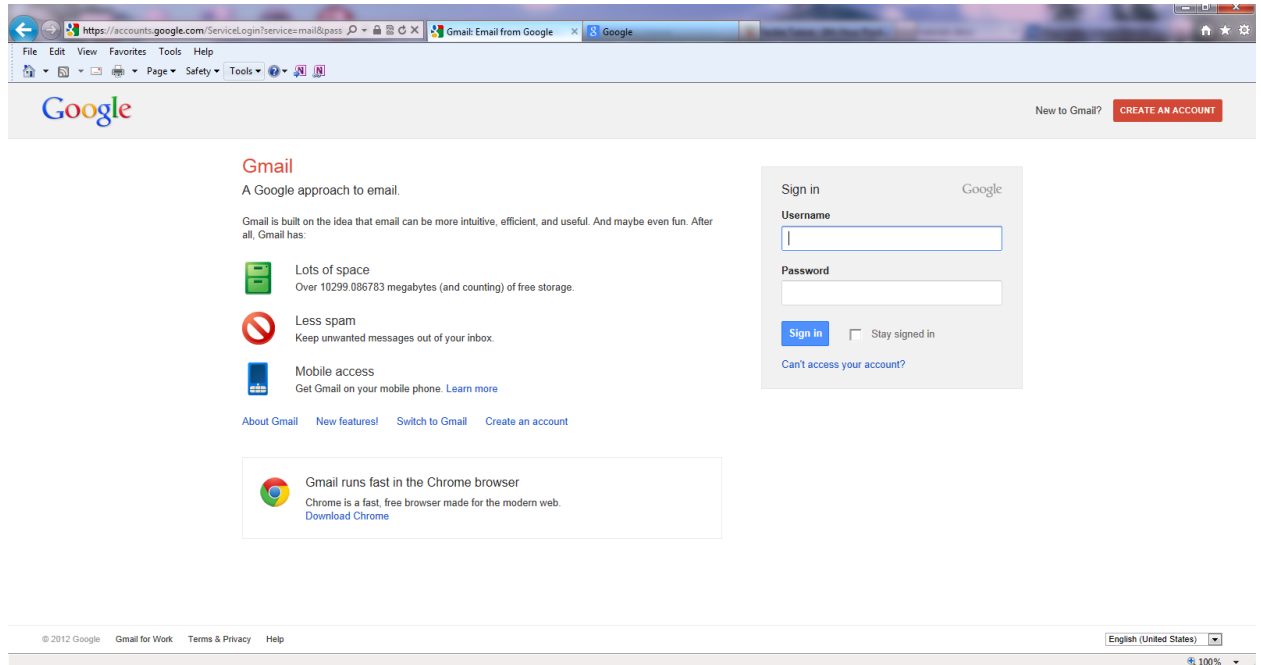
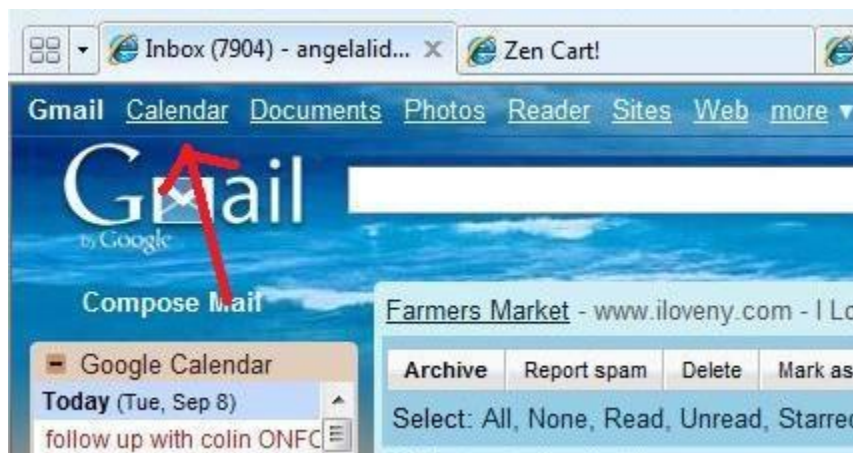


Calendar

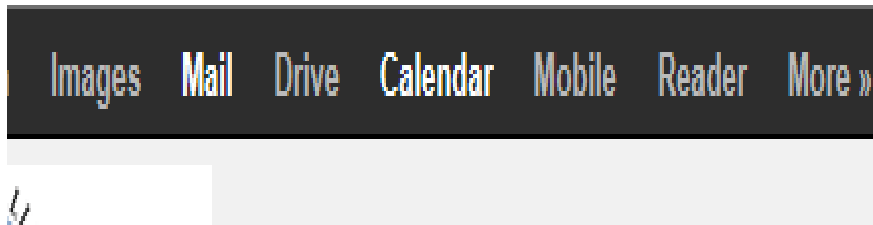
1. Get a gmail account.



2. Once you have logged into your gmail account click on the calendar link at the top left corner.



3. Click on my calendar button



4. The press settings and then press new calendar
5. Create the tile of your new Calendar
6. Lastly, you must fill in your calendar by simply clicking on the date and the time.

The screenshot displays the Google Calendar web interface. At the top, there is a navigation bar with links: Search, Images, Mail, Drive, Calendar, Mobile, Reader, and More. Below this is a header section with the Blue Valley Student Email logo, a search bar, and the email address kmgold@bluevalley.k12.net. The main calendar view is set to 'Calendar' and shows the week of October 7-13, 2012. A modal window titled 'Event | Appointment slots' is open, allowing the user to create a new event. The modal includes fields for 'When' (Sun, October 7, 2:30pm - 3:30pm), 'What' (with a placeholder 'e.g. Breakfast at Tiffany's'), and 'Calendar' (set to 'school'). There are buttons for 'Create event' and 'Edit event'. On the left side, there is a sidebar with 'My calendars' (including Kyle Gold and school) and 'Other calendars'. The main calendar grid shows a red block for the event on Sunday, October 7, from 2:30pm to 3:30pm.